

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3635 **TITLE:** MENTAL RETARDATION SPECIALIST IV **GRADE:** S-28

**DEFINITION:**

Under administrative direction, serves as second level administrator of the residential services program; OR administers an agency-wide support function with clinical orientation; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Mental Retardation Specialist IV differs from the Mental Retardation Specialist III in that the Mental Retardation Specialist IV serves as Assistant Director of residential services or administers an agency-wide support function, whereas the Mental Retardation Specialist III supervises a group of specialists or multiple residential facilities, or coordinates an agency-wide support function with clinical orientation.

The Mental Retardation Specialist IV differs from the Mental Retardation Specialist V in that the Mental Retardation Specialist IV serves as Assistant Director of residential services or administers an agency-wide support function, whereas the Mental Retardation Specialist V administers a major consumer service area.

**ILLUSTRATIVE DUTIES:**

Manages several distinct residential programs;  
Provides management and senior clinical direction to the program;  
Provides guidance for clinical assessments, crisis management, and therapeutic counseling;  
Identifies, advocates for, and secures necessary client support services;  
Maintains ongoing communication with families, landlords, county programs and agencies, and state agencies;  
Establishes and participates in case-oriented consultative and educative planning with community agencies, groups, and schools;  
Manages program budget;  
Provides program policy guidance and interpretation;  
Monitors and evaluates contracted and directly operated services;  
Provides oversight to vocational and contractual services, including clinical and program supervision;  
Designs and implements program evaluations, outcome measures, and performance indicators;  
Reviews and investigates reports of serious incidents and complaints;  
Evaluates program to ensure effective and efficient service delivery, and develops plans to address identified gaps in services;  
Provides input on service policies and procedures and assists in program development;  
Ensures that programs comply with all federal, state, and local regulations;  
Compiles statistics and prepares administrative reports;  
Testifies in court;  
Participates in senior management team and committees.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of principles, practices, methods, and techniques related to treatment of persons with mental retardation or other developmental disabilities;  
Extensive knowledge of various treatment modalities with the ability to train, consult, and supervise in these areas;  
Thorough knowledge of community resources, including relevant public and private organizations;  
Knowledge of budgetary procedures;  
Ability to supervise and train service professionals;  
Ability to successfully perform as a team member/leader;  
Ability to lead/motivate a workforce to achieve program objectives;  
Ability conduct performance evaluations and implement personnel procedures;  
Ability to develop, coordinate, and direct specialized programs;  
Ability to provide consultative and educative expertise in specialty area;  
Ability to recommend alternatives to traditional treatment approaches;  
Ability to compile and analyze data and draw sound conclusions;  
Ability to prepare and present oral and written reports;  
Ability to establish rapport and maintain effective relationships with clients;  
Ability to develop and maintain effective working relationships with subordinates, co-workers, public and private sector organizations, community groups and the general public;  
Ability to communicate effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited college or university with a master's degree in psychology, social work, or a related field; PLUS  
Five years of related professional experience; OR  
Graduation from an accredited college or university with a doctoral degree in psychology, social work, or a related field; PLUS  
Two years of related professional experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential and case management programs.

**NECESSARY SPECIAL REQUIREMENTS:**

Criminal background record check;  
TB screening upon hire and annually thereafter.

REGRADED:	July 8, 2006
ESTABLISHED:	June 26, 2000